Individual Mitigating Circumstances
(IMCs) Report Form 2024/25

**Before submitting this form, you must read the** [**guidance on IMCs**](https://www.bath.ac.uk/guides/individual-mitigating-circumstances-imcs/) **and** [**submitting an IMC claim**](https://www.bath.ac.uk/guides/submitting-an-individual-mitigating-circumstances-imc-claim/)**. This is important information on what an IMC is, the process for requesting one, what is normally considered as a valid IMC, and what is considered helpful evidence to support your claim.**

## Instructions for completion

This form has the following five sections, please make sure you complete them all:

1. Your details
2. Details of the affected assessment(s)
3. Your reason for submitting a claim
4. Your statement about your circumstances
5. Evidence additional to your statement where possible to support your claim (you can send evidence separately later, but please submit your IMC form by the deadline)

The SU Advice and Support Team can provide independent, confidential advice about if an IMC is the right process for your circumstances, how much information to give in your statement and what evidence to provide. Please email, attaching a draft of your IMC statement, if possible, to suadvice@bath.ac.uk. An Advisor will reply with feedback within one/two working days and may be able to offer an appointment to discuss your IMC. Please ensure that you contact SU Advice with enough notice to submit your IMC on time. Your claim must be submitted by the deadline.

Submitting the form

Please refer to the [IMC claim form webpage](https://www.bath.ac.uk/publications/individual-mitigating-circumstances-report-form/) for information on where to send your claim form. Your claim must be submitted no later than:

* three working days after the deadline for IMC affected work, if a single/individual assessment has been affected, or
* three working days after the end of the assessment period, if more than one exam has been affected by IMCs during the formal assessment period.

The final page of this form is important information for you to keep – it does not need to be submitted.

Please note that by using the IMC process you are submitting personal and special category data in line with the [data protection statement provided at registration](https://www.bath.ac.uk/legal-information/data-protection-statement-for-student-registration/).

# 1. Your Details

**Student number:** Click or tap here to enter text.

**Preferred first name:** Click or tap here to enter text.

**Formal first name:** Click or tap here to enter text.

**Surname/Family name:**  Click or tap here to enter text.

**Department or School:** Click or tap here to enter text.

**Course:** Click or tap here to enter text.

**Year of study:**  Click or tap here to enter text.

## **Disability Access Plan (DAP)**

[ ]  If you have a Disability Access Plan (DAP) and would like this included as evidence in the consideration of your IMC claim, please select this checkbox. Your DAP will then be shared with staff considering your IMC claim (who may be outside of your academic department).

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# 2. Details of the affected assessment(s)

Please complete a separate line for each assessment item affected. Add rows as necessary.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Unit Code**e.g., XX59999 | **Unit Title**e.g., Consulting | **Assessment item**e.g., exam; group presentation; in-class test; lab practical; essay; dissertation; project | **Submission deadline or date of assessment**DD/MM/YY | **Did you submit/ attend?** (Y or N) | **If an extension was granted**, what was the length of the extension? |
|  |  |  |  |  |  |
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# **3. Your reason(s) for submitting an IMC claim**

This is about identifying the nature of your circumstances. You can provide more detail in the next section.

More information about reasons normally accepted for an IMC can be found in our [guide on reasons and evidence for submitting an IMC](https://www.bath.ac.uk/guides/reasons-and-evidence-for-requesting-a-coursework-extension-or-imc/).

## **Something happened to YOU**

**Please indicate the reason(s) for your claim, by selecting the appropriate checkbox(es)**

[ ] Physical health
*Support is available from* [*https://www.bath.ac.uk/professional-services/student-support/*](https://www.bath.ac.uk/professional-services/student-support/)

[ ] Mental health - depression
 *For help with managing low mood please see:* [*https://www.bath.ac.uk/guides/depression/*](https://www.bath.ac.uk/guides/depression/)

[ ] Mental health – anxiety
*For support and advice on managing anxiety please use these resources:*[*https://www.bath.ac.uk/guides/academic-anxiety*](https://www.bath.ac.uk/guides/academic-anxiety)

[ ] Mental health – other
*To help you manage your mental health this guide can help:*[*https://www.bath.ac.uk/guides/managing-your-mental-health/*](https://www.bath.ac.uk/guides/managing-your-mental-health/)

[ ] Experience of bullying, harassment or crime
 *Sources of help with bullying, harassment and misconduct are available at:* [*https://www.bath.ac.uk/guides/bullying-harassment-misconduct/*](https://www.bath.ac.uk/guides/bullying-harassment-misconduct/)

[ ] Technical issues regarding online assessment

[ ] Other disruption in your personal life caused by something happening to you, for example a financial, immigration or housing crisis, work-related
*Support is available from* [*https://www.bath.ac.uk/professional-services/student-support/*](https://www.bath.ac.uk/professional-services/student-support/)

[ ] Placement-related event (This relates only to placements forming part of a University course of study.)
*Support is available from your Placements team*.

[ ] Other valid reason - *use the space below to state briefly what this was*

Click or tap here to enter text.

## **Something happened to SOMEONE ELSE (family/friend) but impacted on you**

[ ] Bereavement of family or friend
*A range of wellbeing support is available to students affected by bereavement, whether recently or several years ago at:* [*https://www.bath.ac.uk/guides/bereavement-support-at-bath/*](https://www.bath.ac.uk/guides/bereavement-support-at-bath/)

[ ] New or additional caring responsibilities, for example supporting a parent through serious illness.
*Information on support and assistance for students with caring responsibilities is available at:* [*https://www.bath.ac.uk/guides/students-with-caring-responsibilities/*](https://www.bath.ac.uk/guides/students-with-caring-responsibilities/)

[ ] Disruption in your personal life caused by something happening to family/friend, for example a disruptive breakdown of a significant relationship (i.e. parental)
*Support is available from* [*https://www.bath.ac.uk/professional-services/student-support/*](https://www.bath.ac.uk/professional-services/student-support/)

[ ] Other valid reason - *use the space below to state briefly what this was*

Click or tap here to enter text.

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# 4. Your statement

This is for you to provide details about your circumstances and their impact on your assessment(s). Please be as clear as possible about what happened, when it happened, and how it impacted your assessment.

**WHAT** - tell us more details about your circumstances

Click or tap here to enter text.

**HOW** - tell us how your assessment performance was affected. What impact did the circumstances have on you completing the assessment(s) to the best of your ability?

Click or tap here to enter text.

**WHEN** - Please confirm when the circumstances occurred **- this is expected to be around the time of your assessment(s)**

Click or tap here to enter text.

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# 5. Supporting evidence

Where possible please attach any evidence to support your claim when you submit your form.

More information about what you can submit as evidence can be found in the[guide on reasons and evidence for submitting an IMC](https://www.bath.ac.uk/guides/reasons-and-evidence-for-requesting-a-coursework-extension-or-imc/)

Please list all the documents that you are providing to support your claim. Let us know if you intend to send further evidence at a later date and an indication of when you will get it to us.

Click or tap here to enter text.

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# Office use only

Date received Click or tap to enter a date.

Within deadline? Choose an item.

Received by (name and role) Click or tap here to enter text.

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# Important information for you to keep

## Confidentiality

The information you provide will be treated in accordance with the University’s [Data Protection Statement for Student Registration](https://www.bath.ac.uk/guides/data-protection-statement-for-student-registration/).

We will only process your personal data for the purposes for which we collected it, unless we reasonably consider that we need to use it for another related reason and that reason is compatible with the original purpose.

***If you have questions or concerns about your information being shared, then please contact your Director of Studies, Student Experience Officer (School of Management), Assessments Officer (Department of Social & Policy Studies) to discuss this as it may be possible to ensure some information is restricted.***

## Outcome

You will find out the outcome of your claim at the same time as your unit results are released.

## Further support

We understand that this form encourages you to be brief and factual about your circumstances but that you may still want or need support. Your Director of Studies, Student Experience Officer (School of Management), Assessments Officer (Department of Social & Policy Studies) or Academic Advisor will normally contact you by email to follow up to ensure you are aware of the support available to you based on the information in this IMC form.

Please note you may also be contacted by Student Support and Safeguarding, if, based on the circumstances you disclose, the University considers you or another person are at risk of serious harm.